

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT	Number 45.15	Issue 2	Page 1 of 4
CONCOURSE PARKADE PARKING STAMPS	Effective Date June 15, 1983		

1. PURPOSE

- 1.1 To establish the policies, regulations and procedures to the procurement, issue, use and control of Concourse Parkade Parking Stamps.

2. POLICY

- 2.1 Generally, individuals using the concourse Parkade shall pay the charges for parking unless they qualify for type "CP" authorization in accordance with Administrative Regulation 45.10.
- 2.2 This regulation covers the categories of abatement, urgency and nuisance within the constraint of the budget appropriations as approved by City Council.
- a) Personnel Department Clerical Pool employees.
 - b) City employees with work locations other than the community Concourse area required to attend meetings or conduct other City business in the Concourse area.
 - c) City employees with work locations other than the Community concourse area temporarily assigned to working the Community Concourse area.
 - d) Citizen volunteers, including non-paid workers - members of boards, commissions, and committees when their attendance is requested or required at meetings called by the City in the Community Concourse area as further defined in the City Charter Sections 41, 41.1 and 43.
 - e) City employees working overtime.
 - f) Representatives of other governmental agencies conducting official business.
 - g) Members of escorted tours (scouts, school groups, etc.) when so recognized by Council.
- 2.3 Concourse Parkade Parking Stamps will not be issued to the following:
- a) Private citizens conducting personal business at the Community Concourse.
 - b) Vendors.
 - c) Maintenance contractor personnel (Xerox, IBM, etc.).

(Supersedes Administrative Regulation 45.15, Issue 1, Effective September 1, 1976)

Authorized

(Signed by Ed Ryan)

City Auditor and Comptroller

(Signed by Ray W. Blair, Jr.)

City Manager

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d) Personnel from agencies under contract with the City of San Diego, such as:

- 1) Operating agencies for the community Development Block Grant Program.
- 2) Special promotional programs (Convention and Tourist Bureau, Space Theatre, Andy Williams Open, etc.)

2.4 "Parking Stamps" which authorize one-half hour parking in the Concourse Parkade may be made available to City employees and individuals authorized in Section 2.2 of this regulation.

2.5 Nothing in this policy shall preclude the option of reimbursing users of the Concourse Parkade from petty cash if the users qualify as stated in Section 2.2 of this regulation.

3. PROCEDURES

3.1 Parking Stamps

Responsibility

Action

Purchasing Dept.,
Central Stores

- a. Requests supply of Concourse Parking Stamps printed specifically for City of San Diego use only.
- b. Receives stamps, records quantity received, and attaches following notice to each book: "Stamps are to be issued for elapsed time only. Each of these stamps has a value equivalent to one-half (1/2) hour of parking. A limit on the maximum number of stamps required for all day parking is specified on the stamp book."
- c. Reports amount and serial numbers of stamps received to Auditor's Office.

Requesting Dept.

- d. Requisitions monthly requirement from Central Stores on PS-1434 Stores Requisition signed by Department Head or authorized representative. (Stamps will not be purchased directly from Parkade operator.)
- e. Issues stamps to authorized individuals for elapsed parking time (not to exceed the maximum number of stamps required for all day parking).
- f. Maintains record of receipts, issues, and balance of stamps on hand in Parking Stamp Control Register (Form AC-8 available from Central Stores).

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- g. Issues may be noted by clocks for group meetings occurring on a single day.
- h. Inventories stamps monthly and reconciles to parking Stamp Control Register balance.
- i. Certifies on Register that inventory was conducted and reconciled to Register balance and retains Register for audit.
- Stamp User j. Affixes stamps to parking ticket and presents ticket to attendant upon exiting Parkade.
- Purchasing Dept., Central Stores k. Issues Stamps as requested to departments.
- l. Forwards copy of requisition, listing quantity and serial numbers issued, to Auditor's Office.
- m. Receives monthly billing for redeemed stamps from Parkade Operator, prepares Request for Direct Payment, Form AC-468, and forwards with copy of billing to Auditor's Office.
- n. Inventories stamps and reconciles to records quarterly.
- Auditor & Comptroller o. Maintains records, by department, of stamps received.
- p. Processes Request for Direct Payment, Form AC-468.
- 3.2 Parking Fee Price Changes
- Purchasing Dept., Central Stores a. Requests, as soon as notified of impending price change, supply of Concourse Parkade Parking Stamps.
- b. Receives stamps, records quantity received, and reports amounts and serial numbers of stamps to Auditor's Office .
- c. Receives old-issue stamps returned by departments, credits each department for value of stamps returned, inventories stamps and reconciles to records.
- d. Prepares listing of all old-issue stamps on hand and missing and forwards copy to Auditor's Office with stamps.

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| Requesting Dept. | e. Requisitions monthly requirement of new-priced stamps. (Stamps will not be purchased directly from Parkade operator.) |
| | f. Establishes Stamp Control Register for new-priced stamps and records all receipts and issues therein. |
| | g. Issues new stamps to authorized individuals commencing on the effective date of parking fee price change. |
| | h. Returns to Central Stores on Stores Requisition, PA-1434, all old-issue stamps. |
| | i. Makes appropriate entries in the Stamp Control Register to close Register on the effective date of the parking fee price change and forwards copy of Register to Auditor's Office. |
| Auditor & Comptroller Dept. | j. Determines responsibility for missing old-issue stamps and closes records. |
| | k. Establishes records for new issues. |
| | l. Destroys old-issue stamps. |

APPENDIX

Forms Involved

AC-468 Request for Direct Payment
PA-1434 Stores Requisition
AC-8 Parking Stamp Control Register

Subject Index

Community Concourse
Parking
Transportation

Attachments

- 1) Concourse Parkade Parking Stamps Report
- 2) Parking Stamp Control Register - Form AC-8

Administering Department

Financial Management

CITY of SAN DIEGO
MEMORANDUM

FILE NO.

DATE

TO City Auditor and Comptroller

FROM

SUBJECT Concourse Parkade Parking Stamps Report

Submitted herewith is an accounting for all Concourse Parkade Parking
Stamps received by _____ during the period
(department)
June 15, 1983 through current date.

Stamp Type	Quantity Received	Balance On Hand	Issues Recorded	Not Accounted For*
1/2 Hour				
Air Day				

Department Head Signature

cc: Financial Mgmt. Dir.

* An explanation for all stamps not accounted for shall be included in this report.

Department Number/Fund

PARKING STAMP CONTROL REGISTER

(for period ending _____)*

[illegible]

* Monthly balance reconciled on _____ by _____ per
Administrative Regulation 45.15.